

# **Request for Information**

## **FC-10724, Atlanta City Council's Legislative Management System Upgrade**



**Atlanta, Georgia**

**Theodis Pace  
Council Staff Director  
Atlanta City Council**

**Foris Webb III  
Municipal Clerk**

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Chief Procurement Officer  
Department of Procurement**



## CITY OF ATLANTA

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Keisha Lance Bottoms  
Mayor

DEPARTMENT OF PROCUREMENT

David L. Wilson II  
Chief Procurement Officer

November 14, 2018

### ATTENTION INTERESTED RESPONDENTS:

Your firm is hereby invited to submit to the City of Atlanta (the "City"), Department of Procurement (the "DOP"), a response for Request for Information ("RFI"), **FC-10724, Atlanta City Council's Legislative Management System Upgrade** for the City of Atlanta ("City"), on behalf of the **Atlanta City Council**.

The DOP seeks Information Statements from interested Respondents ("Respondent" or "Respondents") from organizations that are able to offer ideas of to learn more about viable opportunities for the City to deploy Legislative Management Systems within the Atlanta City Council's legislative management and whose deployment is funded by a Non-Capital Trust Fund. The City is particularly interested in learning about legislative management systems business processes and technology capabilities beyond the capabilities that we deployed in the Electronic Legislative Management System (ELMS) in 2011.

A **Pre-Conference** will be held on **Monday, November 19, 2018 at 11:00 a.m.**, at the City Council's Committee Room #2, 55 Trinity Ave. S.W., City Hall South, 2nd Floor, Atlanta, GA 30303-0307. The purpose of the Pre-Conference is to provide Respondents with detailed information regarding the project and to address questions and concerns. There will be representatives from the Atlanta City Council and the Municipal Clerk's Office available at the conference to discuss this project and to answer any questions. Respondents are urged to attend the Pre-Conference.

Respondents will be allowed to ask questions during the Pre-Conference. However, please note that oral answers to questions during the Pre-Conference on **November 19, 2018**, are not authoritative. **The last date to submit questions in writing is November 20, 2018; by noon EST.**

After considering the Information Statements received pertaining to this RFI, the City may contact individual Respondents for elaboration on information within their written response. The request for clarifications to information provided in the RFI may be requested in written and oral fashion. The City may also issue a Request for Proposals ("RFP") or Invitation to Bid ("ITB") to implement one of the structures arising from the RFI. If this occurs, you will be invited to participate in any request for solicitations; along with other interest participants. **All notices for new solicitations will be advertised per the City website at [www.atlantaga.gov](http://www.atlantaga.gov).**

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Your response to this Request for Information must be submitted to designated staff of the Department of Procurement at 55 Trinity Avenue, S.W., City Hall South, Suite 1900, Atlanta, Georgia 30303, no later than **2:00p.m., Friday, December 7, 2018.**

**\*\*ABSOLUTELY NO INFORMATION STATEMENTS WILL BE ACCEPTED AFTER 2:00 P.M.\*\***

Information Statements will be publicly opened and read at 2:00 p. m. on the respective due date in Suite 1900, 1<sup>st</sup> Floor, 55 Trinity Avenue, S.W., City Hall South, Atlanta, Georgia 30303.

**This RFI is being made available by electronic means. If accepted by such means, then the Respondent acknowledges and accepts full responsibility for monitoring the DOP website for any addenda to the RFI. In the event of a conflict between a version of the Request for Information in the Respondent's possession and the version submitted to the DOP, the version submitted to the DOP shall govern.**

**You are required to email and confirm receipt of your business name, contact person, address, phone number, fax number and the project number to Ms. Marie Spence, Contracting Officer, at [mspence@atlantaga.gov](mailto:mspence@atlantaga.gov), to be placed on the Plan Holders List. Failure to do so will prevent you from receiving any addenda that are issued and may deem you non-responsive.**

**The Request for Information document may also be obtained from the Department of Procurement, Plan Room, City Hall South, Suite 1900, 55 Trinity Avenue, S.W., Atlanta, Georgia, 30303, at a cost of \$25.00 per package, beginning on Wednesday, November 14, 2018.**

The City reserves the right to cancel any and all solicitations and to accept or reject, in whole or in part, any and all proposals when it is for good cause and in its best interest.

Thank you for your interest in doing business with the City.

Sincerely,

A handwritten signature in blue ink, appearing to read "D. L. Wilson II", with a stylized flourish at the end.

David L. Wilson II

DLW/mcs

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  - Copy of Project Schedule
  - Copy of Legislative Management System Architectural Diagrams
- Respondent Contact List

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# **Exhibit A**

## **Instructions to Respondents**

## **Exhibit A**

### **Instructions to Respondents**

#### **1.1 Information Being Requested:**

The City of Atlanta (the “City”), on behalf of the Atlanta City Council (the “City Council”), is issuing this Request for Information (“RFI”). The purpose of the RFI is to solicit information statements (“Information Statements”) from interested firms (“Respondents”) who may have ideas as to how to improve the City Council’s legislative management process. The deployment of a legislative management system will be funded by a Non-Capital Trust Fund. The City is particularly interested in information in regard to legislative management systems, business processes and technology capabilities that represent improvements to the Electronic Legislative Management System (ELMS) adopted by the City Council in 2011.

#### **1.2 No Offer by City; Firm Offer by Respondents:**

This RFI is not a request for proposal, request for quotation, offer or invitation for bid, nor does its issuance restrict the City of Atlanta in its eventual implementation activities. This is an RFI only, and all information received will be used for planning and market research purposes only. Respondents for this RFI are not restricted from participating in subsequent formal or alternative procurement initiatives.

#### **1.3 Pre-Proposal Conference:**

Each Respondent is highly encouraged to attend the Pre-Proposal Conference scheduled for **Monday, November 19, 2018, at 11:00 A.M.**, at 55 Trinity Avenue, S.W., City Hall South, 2nd Floor, Committee Room #2, Atlanta Georgia 30303-0307. Each Respondent must be fully informed regarding all existing and expected conditions and matters which might be directly associated with any statements submitted to the City.

#### **1.4 Review of Response**

After considering the Information Statements received pertaining to this RFI, the City may contact the individual Respondents for elaboration on information within their written response. The request for clarifications to information provided in the RFI may be requested in written and oral fashion. The City may also issue a Request for Proposals (“RFP”) or Invitation to Bid (“ITB”) to implement one of the structures arising from the RFI. If this occurs, you will be invited to participate in any request for solicitations; along with other interested participants. All notices for new solicitations will be advertised per the City website at [www.atlantaga.gov](http://www.atlantaga.gov).

#### **1.5 Deadline for Submitting Statements:**

Your response to this RFI must be received by the City’s Department of Procurement, 55 Trinity Avenue, S.W., City Hall South, Suite 1900, Atlanta, Georgia 30303-0307 no later than

2:00 p.m. EST (as verified by the Bureaus of National Standards) on **Friday, December 7, 2018**. Any Information Statement received after this time may not be considered.

**1.6 Procurement Questions; Prohibited Contacts:**

Any questions regarding this RFI should be submitted in writing to the City's contact person, Ms. Marie C. Spence, Contracting Officer, Department of Procurement, 55 Trinity Avenue, SW, Suite 1900, Atlanta, Georgia 30303-0307, by email at [mspence@atlantaga.gov](mailto:mspence@atlantaga.gov), on or before **Tuesday, November 20, 2018 at noon**. Questions received after the designated period may not be considered. Any response made by the City will be provided in writing to all Respondents by addendum. It is the responsibility of each Respondent to obtain a copy of any Addendum issued for the procurement by monitoring the City's website at <http://www.atlantaga.gov/index.aspx?page=20> and its Department of Procurement's Plan Room which is open during posted business hours, Suite 1900, 1<sup>st</sup> Floor, 55 Trinity Avenue, S.W., City Hall South, Atlanta, Georgia 30303. No Respondents may rely on any verbal response to any question submitted concerning this RFI. All Respondents and representative of any Respondents are strictly prohibited from contacting any other City employees or any third-party representatives of the City on any matter having to do with this RFI. All communications by any Respondent concerning this RFI must be made to the City's contact person, or any other City representative designated by the Chief Procurement Officer in writing.

**1.7 Ownership of Information:**

Each Information Statement submitted to the City will become the property of the City, without compensation to a Respondent, for the City's use, in its discretion.

**1.8 Cancellation of RFI:** This RFI may be cancelled in at the sole discretion of the City.

**2.0 Submission of Information:**

All Statements must be submitted in sealed envelope(s) or package(s) and the outside of the envelope (s) or package (s) must clearly identify the name of the project: **FC-10724, Atlanta City Council's Legislative Management System Upgrade**, and the name and address of the Respondent. All Statements must be submitted to:

**David L. Wilson II**  
**Chief Procurement Officer**  
**Department of Procurement**  
**55 Trinity Avenue, S.W.**  
**City Hall South, Suite 1900**  
**Atlanta, Georgia 30303-0307**

- 2.1 A Respondent is required to submit one (1) original and seven (7) copies of its Information Statements and additional required submittals. Each submittal must be submitted on 8½" x 11" single-sided, double-spaced, typed pages, using 12-point font

size and such pages must be inserted in a standard three-hole ring binder. Each of the Informational Statements must contain and index and separate sections for the information requirements set forth in this RFI, as well as for the forms required to be submitted.

- 2.2 In addition to the hard copy submission, each Respondent should submit two (2) digital versions of its Information Statements and additional required submittals in Adobe Portable Document Format ("PDF") on compact disk (CDs). CD One (1) version should be a duplicate of the hard copy of the Information Statements with no deviations in order or layout of the hard copy Statements. CD Two (2) version should be a redacted version of the hard copy RFI. Please refer to the Georgia Open Records Acts (O.C.G.A. § 50-18-72) for information not subject to public disclosure.
- 2.3 The City assumes no liability for differences in information contained in the Respondent's printed Information Statement and that contained on the CDs. In the event of a discrepancy, the City will rely upon the information contained in the Respondent's printed material (Hard Copy). Each CD should be labeled with the Project Number, Project Name, and the CD Number.

**\*\*\*END OF INFORMATION AND INSTRUCTIONS TO RESPONDENTS  
SECTION EXHIBIT A\*\*\***



**Exhibit B**

**Request for Information Statements**

## Exhibit B

### Request for Information Statements

#### 1.0 Objective

The City of Atlanta (“City”) on behalf of the Atlanta City Council’s Offices of Research and Policy, and Municipal Clerk seeks to learn more about viable opportunities for the City to deploy Legislative Management Systems within the Atlanta City Councils legislative management and whose deployment is funded by a Non-Capital Trust Fund.

The City is particularly interested in learning about legislative management systems business processes and technology capabilities beyond the capabilities that we deployed in the Electronic Legislative Management System (ELMS) in 2011.

Respondents are encouraged to only present solutions to the City that have the potential to improve our legislative management services to our stakeholders as identified in Section 5.0: Statements **Must Address** the Following Concepts in Detail.

#### 2.0 Background:

The current legislative management system needs further fixes and enhancements to mirror the City’s legislative process. The original application vendor has changed since inception. The current application is at its end-of-life. The current vendor is providing application maintenance and support through August 2019, via a one-year extension of the 2018 annual software maintenance agreement.

Respondents should only provide service information to the City, that could improve the legislative management system identified first in **Exhibit A**, Instructions to Respondents.

#### 3.0 Statements Should Address the Following Concepts in Detail:

Information Statements should include background regarding a Respondent's experience in successfully implementing similar electronic legislative management systems for other agency’s or municipalities. Respondents are highly encouraged to provide concept system-network architectural drawing within their Information Statements, in order to offer valuable information to the City concerning future program opportunities. Additionally, the City is interested in receiving narrative information pertaining to your firms:

- ***Proposed Plan*** for Referenced Project (outlined within Exhibit C);
- ***Project Schedule*** used for Referenced Project (outlined within Exhibit C); and
- ***Recommendation for Additional Legislative Management System Services*** (outlined within Exhibit D).

#### **4.0 Statements *Must Address the Following Concepts in Detail:***

Each Respondent is responsible for providing a detailed narrative within their Information Statements that addresses all of the below-referenced concepts. The narratives should be comprehensive and allow the City to gain a clear understanding of the available legislative management systems and all aspects of functionality.

##### **4.1 Purpose of the System When Installed:**

The Respondent should consider platforms that will improve the legislative management systems workflow and enhance the experience of stakeholders and users within the City of Atlanta through the installation and operation of the legislative management system.

##### **4.2 Type of Business Relationship:**

Respondents will need to provide a detailed strategy for how their legislative management system would be delivered to the City of Atlanta with financial costs detailed. **Please provide a detailed and comprehensive financial model.**

#### **5.0 Statements Must Address the Following Concepts in detail.**

**Simply replying “yes or “no” to the following questions may or may not provide the City with a clear understanding of your systems’ capacity. Please utilize professional judgement to determine if further information is deemed applicable.**

##### **5.1 Business Requirements:**

1. Will your legislative management system (LMS) solution allow a minimum of 500 concurrent users access to perform legislative management activities?
2. Will your solution offer 24x7 tech support?
3. Will your solution maintain all current functionality
4. Will your solution maintain same functionality should they be acquired by a new company
5. Will you provide tiered penalty compensation to the City for missed Service Level Agreements (SLAs)?

##### **5.2 Stakeholder Requirements:**

1. Will your Application be able to interface with future council applications? (Provide interface standards you are compliant with today)
2. Will you provide semi-annual refresher training for a minimum of 6 system administrators?

3. Will your solution be integrated with COA/AIM's current disaster recovery solution?
4. Will your solution provide timestamping with the ability for user(s) to access legislation and exact video for that meeting?
5. Will your solution provide users with the ability to pull reports based on different search criteria?

### **5.3 Solution Requirements:**

1. Is your proposed solution completely cloud based?
2. Is your solution able to interface with the Boards, Authorities, and Commissions (BACE) databases?
3. Does your solution have a module that addresses Boards, Authorities, Commissions?
4. Will your solution have one central location to search for new and archived legislation?
5. Does the solution provide the status of legislation on each search at the top of the results page on both desktop and mobile devices?
6. Does the solution allow for PDF file of final action legislation?
7. Will the solution allow users to attach multiple files simultaneously?
8. Will the solution allow for approvals via mobile devices?
9. Will the solutions' mobile app mirror your desktop application 100%?
10. Will the solution allow for tutorial videos or a knowledge library?
11. Can the solution allow field description displays when hovering over a field?
12. Can the solution allow users to delegate approver(s) in their absence on a per instance basis?
13. Will the solution allow system administrators to assign designators for approvals?
14. Will the solution provide workflow with email notifications to approver?
15. Can the solution notify approver(s) by email only at their workflow stage?
16. Can the solution display items for approval upon log-in?
17. When the solution sends the initial notification, will the system automatically send a single daily reminder to approver?
18. Will the system send an alert to the legislation preparer after 2 reminders?
19. Will the system provide an option to print closed votes without having to print legislation?
20. Will the system admin be able to import and/or export lists of users?
21. Will the system interface with COA's Active Directory?
22. Will the system allow for single sign-on?
23. Will the system have closed caption capability?
24. Will the system be ADA compliant?
25. Will the system allow access to meeting agenda(s) from any computer?
26. Will the system be able to import or export voting results?
27. Will the system be able to interface with Oracle ERP?
28. Will the system have the ability to create pre-defined workflows for users to select?

29. Will users have the ability to modify workflow(s) if necessary (workflow flexibility)?
30. Will the system allow users to hold legislation in draft status until ready to submit?
31. Will the system be able to record audio and video of meetings?
32. Will the system be able to timestamp attendance?
33. Will the system allow electronic voting on legislation?
34. Will the system be able to identify and display speaker during meetings?
35. Will the system identify and display speaker queue during meetings?
36. Will the system have live video streaming and webcasting capabilities that record, upload and publish meetings, other audio and video to web or other locations?
37. Will the system be able to display meeting agenda and voting results to public viewing screens?
38. Will the system allow users to attach documents to legislation?
39. System allow users to edit legislation with version control and change tracking?
40. Will the system provide touchscreen voting?
41. Will the system provide a public speaker signup kiosk with clerk acceptance capabilities?
42. Will the system allow speakers to signup online?
43. Will the system have public speaker timer?
44. Will the system allow users to make notes on agenda items?
45. Will the system allow users to create and publish meeting agendas with attached legislation?
46. Will the system be able to be downloaded onto touch screen tablets or mobile devices?
47. Will the system allow for multiple ways to search for legislation (i.e. by legislation ID, sponsor, meeting date, keyword or phrase, attachment, meeting minutes, etc.)?
48. Will the system possess electronic signature capabilities?
49. Will the system allow users to generate a minimum of 4 different types of agendas?
50. Will the solution display pictures of presiding officers and all voters during the meeting?
51. Will the system allow for nightly backups (legislation submitted daily)?
52. Will your system integrate with AIM's Disaster Recovery (DR) strategy?
53. Will the system allow users to collaboratively work on agendas?
54. Will the system provide real time auto save functionality without the system operation interruption? Minimum seconds or minutes?
55. Will the system resume at last key point should a system failure occur?
56. Will the system provide work flow verification/validation when the workflow is changes?
57. Will the system allow users to skip a step in the workflow process
58. Will the system require users to enter "reason" if a stop is skipped in the workflow?

59. How long of a contract term might the respondent want with the City?

**5.4 Transition Requirements:**

1. Will the solution have the ability to import all archived legislation to new the new system?
2. Will the system be able to import data from BACE to new system?
3. Will the system be able to import legislation (along with agenda) prior to 2013?
4. Will imported legislation (prior to 2013) be searchable?

**Simply replying “yes or “no” to all previous questions may or may not provide the City with a clear understanding of your systems’ capacity. Please review responses to insure that further information deemed applicable has been provided.**

**\*\*\*END OF INFORMATION & INSTRUCTIONS TO  
RESPONDENTS SECTION EXHIBIT B\*\*\***

## **Exhibit C**

### **Required Submittal Forms**

- **Reference List**
  - Copy of Agreement(s) that Align with References provided to the City
  - Copy of Proposed Plan for Reference project
  - Copy of Project Schedule
  - Copy of Legislative Management System Architectural Diagrams
- **Respondents Contact Directory**

### Reference List

**The City is interested in reviewing references that are able to attest to a Respondent's performance ability and credibility. Respondents must provide a minimum of two (2) separate references for a minimum of two (2) different agencies that have fully implemented a successful legislative management system.**

**Respondents are asked to submit a copy of their fully executed Agreements that align with each of the references to the City. Please only use the below-referenced format.**

Name of Reference: \_\_\_\_\_

Point of Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Title of Project: \_\_\_\_\_

Term: \_\_\_\_\_

**Please Note Successes and Lessons Learned from the implementation of this Program:**

From Respondent's Perspective \_\_\_\_\_

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[OPTIONAL Additional Information] From Referral's Perspective:

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**The below-referenced submittals are also highly encouraged to be included within your Information Statements:**

- Attach a Copy of Proposed Plan for Reference Project.
- Include a Copy of Project Schedule used for Reference Project.
- Submit a Copy of Legislative Management System Architectural Diagram(s), if necessary for clarity.



**Respondent Contact Directory**

NAME	POSITION/TITLE	MAILING ADDRESS	OFFICE PHONE	CELL PHONE	EMAIL ADDRESS AND FAX NUMBER

The purpose of the Respondent Contact Directory is to provide the City with a centralized, easily identified source of important contacts and other information regarding each of the business entities constituting a Respondent. This Respondent Contact Directory should include the names, positions/titles, firms, mailing addresses, phone and fax numbers and e-mail addresses for each of the following as it pertains to each of the firms in a Respondent's team:

1. At least two individuals, one primary the other(s) secondary, authorized to represent the firm for purposes of this RFI; and
2. Respondents Service Provider Key Personnel.

## **Exhibit D**

# **Recommendations for Additional Legislative Management Software Services**

<p style="text-align: center;"><b>Recommendations for Additional Legislative Management Software Services</b></p>
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**The City is interested in reviewing Respondent's recommendations for Additional Legislative Management System Services. Please provide a detailed narrative and/or a legislative management system architectural diagram(s), if necessary for clarity, to accompany your suggestions.**

**Name of Service:**

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**Description of Service:**

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**Justification for Service:**

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